SHANGHAI MUNICIPAL POLICE
C. & S. B. REGISTRY.
No. D 5663
Date 3 / 2 / 34

January 26, 34.

Quartermaster.

Economy
Estimates 1934 - New Furniture etc.

With reference to the above the following procedure will be observed:

1. When requisitions are forwarded you will obtain a special report from the concerned as to the **real** necessity for the particular issue.
2. You will then submit the requisitions to H.Q., for approval together with the explanatory reports.

It should be noted that all the H.Q., and other offices in the Administration Building and Divisional Headquarters will be moved to the new Central Police Station where all new furniture will be provided, so that new furniture for these offices during 1934 will only be approved in cases where it cannot be done without.

Sgd.
P.A.
to Commissioner of Police.